

**INDEPENDENT CONTRACTOR PROPOSAL
FOR PERFORMING JUVENILE JAIL COMPLIANCE MONITORING DUTIES
FOR THE STATE OF ALABAMA AND
THE ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
LAW ENFORCEMENT AND TRAFFIC SAFETY DIVISION**

1. Contact Information: In the section below, provide your contact information.

Name:_____

Home Address:_____

Home Phone:_____ Cell Phone:_____

Home Fax Number:_____ Home Email:_____

Name of Company / Office (if applicable):_____

Federal Taxpayer Identification Number (if applicable):_____

DUNS Number (if applicable):_____

Company / Office Address:_____

Company / Office Phone:_____ Office Fax Number:_____

Company / Office Email:_____

Your Position in Company / Office:_____

2. Statement of Work History: Describe your specific qualifications, knowledge, expertise, and ability to implement programs, conduct research, and provide training and staff support related to monitoring jails and other facilities to assure compliance with Sections 223(a)(11), (12), and (13) of the federal Juvenile Justice and Delinquency Prevention Act of 1974, as amended. Include a description of your work duties, activities, and responsibilities in jail compliance monitoring pursuant to the **Scope of Work** included herein (Attachment 1), and particularly describe your familiarity with Alabama's law enforcement offices, courts, detention centers, and jail facilities. Describe all training that you have received related to jail compliance monitoring work. Describe your experience performing work as an independent contractor. Note that applicants who are selected for this position may also be required to sign privacy certificates and/or enter into confidentiality agreements with State and/or local agencies to protect and safeguard juvenile information containing identifiable data collected from those agencies and analyzed in the normal course of jail compliance monitoring duties.

3. Budget: In this section, describe your budget requirements for the contract period of January 1, 2014 through December 31, 2014. A **Budget and Budget Narrative** form (Attachment 2) is provided for your use, and you may attach additional pages as necessary. All costs for payment of this jail compliance monitoring work shall be paid on a cost-reimbursement basis from federal grant funds allocated to the State of Alabama pursuant to the Juvenile Justice Title II Part B Formula Grant Program administered by the ADECA LETS Division. Salary requirements for individual consultants may not exceed the maximum rate of \$56.25 per hour as stipulated in the ADECA LETS Division's Subgrantee Administrative Manual (SAM) at Section 4.14a(4).

Equipment and Supplies Used to Perform Work: The monitor(s) will be responsible for the purchase, operation, use, storage, maintenance, and security of its own equipment and supplies that it will use to perform the professional services described in this scope of work. The monitor(s) will not receive any payment from the Division for such costs. The monitor(s) agree to hold harmless the Division for any problems associated with the purchase, operation, use, storage, maintenance, and security of its own equipment and supplies.

4. Documents Required to be Submitted with Proposal: In addition to the above requirements, "standard forms" are required to be completed, signed, and submitted as a part of your proposal. These forms are identified below, and blanks of these forms are provided for your use.

- a. Standard Subgrant Conditions and Assurances;
- b. Certification Regarding Debarment, Suspension, Ineligibility, and Involuntary Exclusion – Lower Tier Covered Transactions (Sub-recipient);
- c. Certification Regarding Lobbying; and
- d. Disclosure Statement of Relationships Between Contractors/Grantees and Public Officials/Employees Pursuant to Executive Order 55.

5. Mailing Address for Proposal: Your completed proposal may be submitted by U.S. Mail, Federal Express, or hand delivery, and must be received by the ADECA LETS Division by 3:00 PM on Wednesday, December 4, 2013, to be eligible for consideration. The Division's address is as follows:

Alabama Department of Economic and Community Affairs
Law Enforcement and Traffic Safety Division
401 Adams Avenue, Room 468; Post Office Box 5690
Montgomery, Alabama 36103-5690.
ATTENTION: Karen Clifton

6. Signature and Date: This proposal must be signed and dated below:

Signature: _____ Date: _____

ATTACHMENT 1

State of Alabama **Juvenile Jail Compliance Monitoring**

Scope of Work

Purpose:

To engage professional services for the State of Alabama's juvenile jail compliance monitoring duties, activities, and responsibilities pursuant to the federal Juvenile Justice and Delinquency Prevention Act (JJDPa) by providing juvenile jail compliance monitoring, training and technical assistance, reporting, and other support services necessary to achieve and maintain the State's compliance with three core requirements of the federal Juvenile Justice and Delinquency Prevention Act (JJDPa). The three core requirements include (i) the deinstitutionalization of status offenders, (ii) the sight and sound separation of juveniles from adult offenders, and (iii) the removal of juveniles from adult jail and lock-up facilities. This responsibility requires a detailed knowledge of the JJDPa, the three core requirements for which State and local law enforcement facilities must be monitored in order to determine facility compliance, and the processes required for these and other juvenile holding facilities to become compliant and remain in compliance.

General Objectives and Essential Duties:

The general objectives of this work are as follows: The selected applicant(s) will serve as a juvenile jail compliance monitor who will provide professional services on behalf of the Alabama Department of Economic and Community Affairs (ADECA) Law Enforcement and Traffic Safety (LETS) Division, to include the following essential duties:

A. Juvenile jail compliance monitoring services: These services are required to be performed in order for the State of Alabama to be in compliance with the core requirements of the JJDPa. These core requirements include the deinstitutionalization of status offenders; the removal of juveniles from adult jails, lockups, and secure facilities; and the sight and sound separation of juveniles from the adult offender population housed in jails, lockups, and secure facilities. These services include:

1. Developing, maintaining and updating a list of all facilities, both secure and non-secure, that hold youth pursuant to public authority in Alabama. Such list shall consist of, but not be limited to, short term detention and long-term confinement facilities. These shall be the facilities that comprise the State's juvenile jail compliance monitoring universe (the "monitoring universe"). The monitor(s) will compose such list so that it includes information indicating the name of the facility, the physical address of the facility, the mailing address of the facility, the name of the supervising official for the facility, the facility's contact information (telephone numbers, fax numbers, web addresses, and e-mail addresses), and other pertinent information about the facility (capacity to house the male or female juvenile clientele, operating license information, healthcare provision information, education provision information, staff training and certification information, etc.).

2. Preparing a facility survey form (the "Juvenile Secure Custody Report" form) designed to collect data and other information concerning the number of

youth being detained in each facility. The monitor(s) will compose the form so that it includes information indicating the youth's name, the county for which the youth is being held, the offense for which the youth was charged, the court case number, the youth's date of birth, race, and gender, the date and hour when the youth entered and was logged in to the facility, the date and hour when the youth was released and logged out of the facility, the date and time of the court hearing, the person to whom the youth was released, and whether or not the youth was detained due to a violation of a valid court order ("VCO"). The monitor(s) will provide the form to the facilities identified in the monitoring universe, for completion by the respective facility's supervising official or administrator, and for subsequent return upon its completion to the monitor(s) through the designated secure email as a means for collecting data and other information concerning whether the facilities are holding juveniles with proper controls and/or procedures as per their purpose and security status.

3. Conducting site visits to all facilities that are identified on the monitoring universe. The monitor(s) will travel to each facility listed on the monitoring universe, inspect each facility's physical plant layout, review each facility's methods of operation, conduct oral interviews with each facility's administrators and staff, and collect data by reviewing each facility's paper and/or electronic "Juvenile Secure Custody Report" form records, to comply with the federal requirements that at least 33% of the facilities are physically site-monitored and reported on each year, and that 100% of the facilities are physically site-monitored and reported on during a three-consecutive-year period.

4. Compiling, reviewing, and analyzing the collected data and other information contained on the facilities' "Juvenile Secure Custody Report" forms. The monitor(s) will do this work so as to determine each facility's compliance with the core requirements of the JJDP.

5. Writing the analysis of the collected data and other information into a format that complies with the form developed by OJJDP for reporting the annual juvenile jail compliance monitoring report. This annual report will be submitted to the LETS Division to be submitted to OJJDP by the report submission deadline established by OJJDP.

6. Retaining the collected data and other information in a confidential manner. The monitor(s) will work with the LETS Division to retain this data and information within the Division's offices so that each completed "Juvenile Secure Custody Report" form and all other information related thereto will be retained and made accessible for future monitoring, auditing, and analyzing purposes.

B. Training and technical assistance services: These services are required to be performed in order for the State of Alabama to communicate with juvenile justice system employees so that the facilities that comprise the State's monitoring universe are able to maintain compliance with the core requirements of the JJDP. These services include:

1. Developing and producing training materials relating to the current laws, rules, regulations, policies, procedures, and processes utilized for detaining juveniles within the facilities identified in the monitoring universe, and in the proper ways and means of facility compliance with the core requirements of the JJDP. The

monitor(s) will provide these training materials to the State's judges (including the juvenile and family court judges), juvenile probation officers, juvenile intake officers, jail administrators, detention center administrators, law enforcement personnel (sheriffs, police, deputies, etc.), and other interested parties at training sessions conducted periodically throughout the year at the facilities identified in the monitoring universe and/or at other designated locations throughout the State, and through additional means including material mail-outs, presentations at annual professional workshops and conferences, and meetings with facility personnel. The monitor(s) will provide the LETS Division with copies of all such training materials for review prior to dissemination. Finalized copies should be provided to the LETS Division for record retention.

2. Providing periodic training and technical assistance for the respective facilities' administrators and personnel, as well as to the State's judges (including the juvenile and family court judges), juvenile probation officers, juvenile intake officers, jail administrators, detention center administrators, law enforcement personnel (sheriffs, police, deputies, etc.), and other interested parties. The monitor(s) will provide this training and technical assistance on-site at the respective facilities identified in the monitoring universe, as well as at other locations throughout the State, and through additional means including material mail-outs and presentations at annual professional workshops and conferences, and meetings with facility personnel. Such training will encompass facility compliance with the core requirements of the JJDP so that the facilities will be able to maintain proper compliance with the core requirements.

3. Reviewing the findings and analyzing the results obtained from the "Juvenile Secure Custody Report" form and from the individual facility site-monitoring visits. As a result of such review and analysis, the monitor(s) will develop and provide more intensive training for the administrators and staff at those individual facilities that experience negative findings on their compliance with the core requirements of the JJDP via their on-site visits and/or that report negative data in their facility survey results throughout the year. The monitor(s) will develop and deliver corrective action plans so as to assist those facility administrators and staff with correcting their facilities' issues regarding non-compliance with the core requirements of the JJDP.

4. Attending the national and regional training seminars that are presented by OJJDP on topics relating to juvenile jail compliance monitoring responsibilities. The monitor(s) will attend all required national and regional training seminars that are periodically presented by OJJDP on topics that pertain to juvenile jail compliance monitoring duties and responsibilities. The LETS Division shall provide notice in advance to the monitor(s) of such training opportunities when notices of training are released and published by OJJDP. Records of all such training attended by the monitor(s) shall be maintained by the monitor(s) for subsequent reporting to the LETS Division in quarterly narrative progress reports, and shall be maintained by the monitor(s). Any and all training materials published by OJJDP for use at such national and regional training seminars may subsequently be used by the monitor(s) for their development of training materials and training/technical assistance presentations.

C. Reporting services:

1. A completed quarterly narrative progress report for the respective calendar quarter (October-December, January-March, April-June, and July-September) throughout the term of this contract so that each such report details the juvenile jail

compliance monitoring work performed during that respective quarterly reporting period. These quarterly reports are further detailed in the Division's *Subgrantee Administrative Manual* (SAM).

2. A quarterly fiscal report for the respective calendar quarter (October-December, January-March, April-June, and July-September) throughout the term of this contract so that each such report details the fiscal expenditures made by the monitor(s) for the juvenile jail compliance monitoring work performed during that respective quarterly reporting period. These quarterly reports are further detailed in the Division's SAM.

3. A juvenile jail compliance monitoring annual report which details the work performed during the term of this contract, so that such report follows the format mandated by OJJDP. The LETS Division shall review the annual report and will work with the monitor(s) to incorporate necessary changes into it. This annual report will be submitted to the LETS Division to be submitted to OJJDP by the report submission deadline established by OJJDP.

D. Juvenile justice systems improvement services: These services are required to be performed in order for the State of Alabama to communicate with, and to collect data and other information from, the facilities that comprise the monitoring universe, and to monitor and audit each facility's implementation of and compliance with current laws, rules, regulations, policies, procedures, and processes authorizing the detaining of juveniles, so that these facilities are able to maintain compliance with the core requirements of the JJDPA. These services include:

1. Preparing for and participating in OJJDP's federal juvenile jail compliance audits and site monitoring visits to Alabama that are periodically conducted to verify the State's compliance with the core requirements of the JJDPA. The monitor(s) will participate in activities that include, but not be limited to, records preparation, updating the documentation that is maintained in the State's "Juvenile Jail Compliance Monitoring Policies and Procedures Manual", updating the monitoring universe, contacting each of the selected facilities listed in the monitoring universe to schedule and arrange the site visits, attending and participating in compliance monitoring-related meetings with representatives of OJJDP and the LETS Division, accompanying the representatives of OJJDP and the LETS Division on the site monitoring visits, answering questions asked by representatives from OJJDP and the LETS Division, and assisting the Division with drafting, writing, finalizing, and submitting all responses and corrective action plans to OJJDP regarding OJJDP's findings and recommendations issued as a result of such site monitoring visits to Alabama. The monitor(s) will subsequently monitor those facilities to ensure that the facilities implement the corrective action plans and correct deficiencies noted by OJJDP in its report of findings and recommendations following the site monitoring visits.

2. Maintaining and preserving all documents that pertain to the State's juvenile jail compliance monitoring duties. The monitor(s) will work with the LETS Division to maintain and preserve all data collection documents, working papers, reports, and all other documents that pertain to the State's juvenile jail compliance monitoring duties for use during quarterly report-writings, annual report-writings, site inspections, monitoring visits, program audits, and financial audits. The monitor(s) will work with the LETS Division to maintain these documents in a secure status and to

properly store them within the Division so that the monitor(s), the LETS Division, and other authorized personnel will have access to those documents.

3. Adhering to all administrative directives issued by OJJDP that pertain to juvenile jail compliance monitoring. The monitor(s) will adhere to OJJDP's "Guidance Manual for Monitoring Facilities Under the Juvenile Justice and Delinquency Prevention Act of 2002" and any subsequent editions thereof (the "Guidance Manual"), and all policy directives issued by OJJDP that pertain to compliance monitoring requirements, when performing the duties of this contract.

4. Developing computer programs and/or other electronic formats that will enable the downloading and retention of information from relevant sources concerning court-involved youth and the juvenile caseload statistics involving those facilities identified in the monitoring universe. The monitor(s) will obtain and maintain up-to-date and accurate information that will assist in these compliance monitoring activities. Such data and other information may also be electronically collected by the monitor(s) from other sources such as the Alabama Administrative Office of Courts (AOC).

ATTACHMENT 2

State of Alabama
Juvenile Jail Compliance Monitoring

Budget and Budget Narrative

<u>Budget Summary</u>	
Cost Category:	Amount:
A. Personnel (Salaries)	\$_____
B. Personnel (Fringe Benefits)	\$_____
C. Travel	\$_____
D. Equipment	\$_____
E. Supplies	\$_____
F. Construction	\$_____
G. Consultants/Contracts	\$_____
H. Other Costs	\$_____
Total:	\$_____

Budget Detail Worksheet

A. Personnel (Salaries) -- List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Salary Computation</u>	<u>Cost</u>
Total of Personnel Salaries:		\$ _____

B. Personnel (Fringe Benefits) -- Fringe Benefits should be based on actual known costs or an established formula. Fringe Benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

<u>Name/Position</u>	<u>Fringe Benefits Computation</u>	<u>Cost</u>
Total of Personnel Fringe Benefits:		\$ _____
Total of Personnel Salaries and Fringe Benefits:		\$ _____

C. Travel -- Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item Computation</u>	<u>Cost</u>
Total of Travel Costs:			\$ _____
Travel estimates based on the State of Alabama's written travel policies.			

D. Equipment -- List nonexpendable items that are to be purchased. Nonexpendable equipment is tangible property having a useful life of more than 2 years and an acquisition cost of \$5,000.00 or more per unit. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used. Note: Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to obsolescence due to rapid technical advances. Rented or leased equipment costs should be listed in the "Consultants/Contracts" category.

<u>Equipment Items</u>	<u>Computation</u>	<u>Cost</u>
Not Applicable		

Total of Equipment Costs: \$_____

(NOTE: In the purchase of equipment, the purchaser will not use these funds for activities that involve the use or purchase of chemicals.)

E. Supplies – List items by type (e.g., office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand-held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>

Total of Supplies Costs: \$_____

(NOTE: In the purchase of equipment, the purchaser will not use these funds for activities that involve the use or purchase of chemicals.)

F. Construction -- As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
Not Applicable		

Total of Construction Costs: \$_____

G. Consultants/Contracts

Consultant Fees: For each consultant enter the name, if known; service to be provided; hourly or daily fee (8-hour day); and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
---------------------------	-------------------------	--------------------	-------------

Total of Consultant Fees: \$_____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (e.g., travel, meals, lodging, etc.).

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

Total of Consultant Expenses: \$_____

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Name of Contractee</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
---------------------------	-------------------------	--------------------	-------------

Total of Contracts: \$_____

Total of Consultants/Contracts: \$_____

H. Other Costs -- List items by major type (e.g., rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds) and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

Total of Other Costs:		\$_____
------------------------------	--	---------